DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATTG-MP   (350)   22 Jun 07

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Updated Guidance for the Processing of Automated Systems Approach to Training (ASAT) Actions in Support of the Training Requirements Analysis System (TRAS)

1. References:

    a. TRADOC Regulation 350-70, Systems Approach to Training Management, Processes, and Products, 9 Mar 99.

    b. TRADOC Pamphlet 350-70-8, The Total Army School System (TASS) Training Requirements Analysis System (TRAS), 1 Nov 96.

    c. Memorandum, HQ TRADOC, ATTG-MP, 10 Jan 07, subject: Course Growth Policies and Timelines for Fiscal Year (FY) 10/11/12 Structure Manning Decision Review (SMDR).

2. Purpose. This memorandum provides updated guidance for the submission of TRAS actions to HQ TRADOC in ASAT generated data transfer file format. This update includes changes to the supplemental information worksheet caused by new processing procedures for Distributive Learning (dL) courseware managed by the Army Learning Management System (ALMS). The updated supplemental information worksheet combines the ALMS 25 question worksheet with the current 19 question supplemental information worksheet, thereby, reducing the two worksheets into one 30 question worksheet. Also, due to changes to the Army Training Requirements and Resources System (ATRRS) course Scope, Prerequisites, and Special Information data, this memorandum establishes the requirement for proponent schools to update the course Scope, Prerequisite, and Special Information data in ATRRS simultaneously when submitting TRAS actions.

3. Scope.

    a. This guidance will be used as interim guidance until these changes can be incorporated into TRADOC Pamphlet 350-70-8.

    b. This guidance applies to all U.S. Army Training and Doctrine Command (TRADOC) schools that submit TRAS actions to HQ TRADOC and include courses taught by:

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      (1)   The Army Training System courses taught by the U.S. Army Reserve and the U.S. Army National Guard;

      (2)   Defense Language Institute;

      (3)   Army Logistics Management College;

      (4)   Noncommissioned Officer Academies, and

      (5)   Non-TRADOC schools for which TRADOC has been identified as executive agent.

   c.   This guidance is effective immediately.

4.   Procedures.

   a.   All proponent schools and other agencies that submit TRAS documents to HQ TRADOC are required to obtain permission to access the HQ TRADOC FTP site and submit TRAS actions in ASAT data transfer file format. Each agency is required to request access for one primary action officer and up to two alternates. A request for exception to these procedures can be submitted to HQ TRADOC (ATTG-MP), Fort Monroe, VA 23651 or email POIMM@monroe.army.mil. The point of contact (POC) for this action is the Training Requirements Branch Training Technician Ms. Coreitha Carty, DSN 680-2019, or commercial (757) 788-2019, or coreitha.carty@monroe.army.mil. The Training Requirements Branch Training Technician will maintain the list of authorized designated representatives.

   b.   HQ TRADOC will process each request and authorize users to access the TRADOC FTP site. The FTP site address will be provided when the permissions are granted.

   c.   Within the ASAT protocols, only "COMMANDANT APPROVED" TRAS actions will be submitted to HQ TRADOC. In return, HQ TRADOC will staff, validate, and provide "DCSOPS&T VALIDATED" actions in return. HQ TRADOC staffing comments and approval/disapproval will be documented within the ASAT validated document. Also, HQ TRADOC staffing comments and approval/disapproval will be provided on a separate memorandum that includes a signature from the Director, Training Operations Management Activity. Actions that have been VALIDATED will be made available on the FTP site for download.

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d. The memorandum of transmittal, supplemental information, and
other supporting documents are required to be submitted to the
FTP site. These documents can be embedded into the ASAT data
transfer file; however, documents that require a signature must
include the signature. For example, the U.S. Army Reserve
Command and National Guard Bureau concurrences are usually
attached as separate documents. The Memorandum of Transmittal
requires a signature from the approval authority. The
Memorandum of Transmittal negates the requirement to provide a
signature on the ASAT generated commandant-approved TRAS
document. The memorandum of transmittal and supplemental
information has been updated to better support changes to TRAS
procedures. Examples of the updated memorandum of transmittal
and supplemental information are at enclosures 1 and 2.

e. Proponents have been responsible for updating scope and
prerequisite data since FY03 and notify TRAS analysts of the
proposed changes. Effective upon receipt of this memorandum,
proponent schools are required to update the course Scope, and
Prerequisites in ATRRS simultaneously when submitting TRAS
actions to HQ TRADOC. This will allow HQ TRADOC to
simultaneously update and approve the course Scope,
Prerequisites, and Special Information data in ATRRS when the
TRAS action is approved. Updates to ATRRS for new courses are
not required since ATRRS cannot be updated for courses that do
not exist in ATRRS.

f. The POIMM email site will be kept operational in order
to provide HQ TRADOC notification that documents have been sent
to the FTP site. The FTP site can also be used to submit other
documents that support TRAS actions (i.e., concept plans, power
point slides, executive briefs, decision memorandums, etc.).

5. Information concerning the use of the ASAT program can be
found at the following URL http://www.asat.army.mil.

6. This guidance will remain in effect until new guidance is
provided for the ASAT replacement system.

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7. The POC for this action is Mr. Vincent D. Young, DSN 680-
2732.

2 Encls   NORMA P. TOVAR
                                 Colonel, GS
                                 Director, Training Operations
                                 Management Activity

DISTRIBUTION:
Commander
U.S. Army Air Defense Artillery Center and Fort Bliss,
   (ATSA-DT/ATSF-DOT/ATSA-MS-P/ATSA-TPT)
U.S. Army Combined Arms Support Command (ATCL-A)
U.S. Army Field Artillery Center and Fort Sill (ATZR-R/
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   ATZS-RME/ATZS-FDT)
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   ATSM-RM-O)
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   ATZJ-PTM-T/ATZJ-RM)

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   ATSC-RM)
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   RM/ATZL-SWD/ATZL-CG)
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DISTRIBUTION: (CONT)
U.S. Army Field Artillery School (ATSF-DOR/ATSF-D)
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U.S. Army Transportation School (ATSP-TD/ATSP-TS/ATZF-RMA-T/
  ATSZ-NOA-T)
U.S. Army Warrant Officer Career Center (ATCQ-WCC)
Western Hemisphere Institute for Security Cooperation
  (ATWI-DOT-DD/ATWI-DRM)
Army Management Staff College
Defense Language Institute, Foreign Language Center, Washington
  Office (ATFL-W)
Defense Language Institute, Foreign Language Center
  (ATFL-OPP-S/ATFL-OPP/ATZR-DRM)

Assistant Commandant
U.S. Army Aviation Logistics School (ATSQ-LAC-TD/ATSQ-LAC)
U.S. Army Intelligence School (ATSI-ETD-PM/ATSI-ERM)
Defense Language Institute, Foreign Language Center, Arlington
  Office

Dean
School of Military Packaging Technology (ATSZ-MPA)

Chief, National Guard Bureau
Office of the Chief of the Army Reserve

CF:
U.S. Army John F. Kennedy Special Warfare Center and School,
  (AOJK-DP/AOJK-RM)

Course: As listed in ATRRS **Version:** **Delivery Group:** **Phase:**
Course Name: As listed in ATRRS
Management Category: Resident **Preparation Date:**
Status: Commandant Approved **Optimum Class Size:**

Memo of Transmittal

OFFICE SYMBOL DATE

MEMORANDUM FOR Commander, US Army Training and Doctrine Command (TRADOC), ATTN: ATTG-MP, Fort Monroe, VA 23651-5000

SUBJECT: Individual Training Plan (ITP), Course Administrative Data (CAD) or Program of Instruction (POI) for Course Name, Course Number, Course Phase (Resident or Mobilization)

1. Reference(s):

   a. (References that support this action; if needed)

   x. TRADOC Regulation 350-70, Systems Approach to Training Management, Processes and Products, 9 Mar 99.

   x. TRADOC Pamphlet 350-70-8, Total Army School System (TASS)/Training Requirements Analysis System (TRAS), 1 Nov 96.

2. The reason for submission of this action is..........(What caused the change?)

3. Explanation of training strategy or changes to the currently existing training strategy (other additional information needed to support this submission, if needed).

4. Does this submission impact other phases or courses (if applicable).

5. Identification of ITP, CAD, and POI which this course supports (if applicable). Include dates for last TRADOC validated ITP, CAD and POI.

6. Course specific data is as follows:

   a. Requested Training Start Date:

   b. This CAD/POI is effective for: (Example: First Quarter FY 10 and out).

   c. This phase/course is/is not contract taught. (If yes, explain).

   d. This phase/course is / is not an Inter-service Training Requirements Organization (ITRO) course. (If yes, explain).

   e. This course is/is not a refresher course (If yes, justify):

   f. This course is/is not a transition course (If yes, justify):

   g. Skill Code data: Which Functional Area, Military Occupation Specialty Code, Branch, Special Identifier, Additional Specialty Identifier, Specialty Qualification Identifier will be awarded by the successful completion of this course (if applicable).

Course: As listed in ATRRS **Version:** **Delivery Group:** **Phase:**
Course Name: As listed in ATRRS
Management Category: Resident **Preparation Date:**
Status: Commandant Approved **Optimum Class Size:**

h. Specific Course data:

	FROM (ATRRS Verified)	TO
(1). Length:	__Weeks__Days	__Weeks__Days
(2). Class Sizes (Max/Opt/Min):	__/__/__	__/__/__
(3). Instructor Contact Hours (ICH):	_____	_____
(4). Academic Hours:	_____	_____
(5). Student/Instructor Ratio:	__:____	__:____ (Reserve Only)

(6). Estimated Student Input: (New courses only)

(7). Class Frequency: (New courses only)

7. Facility, Equipment, Training Devices, and Ammunition resource data (Attach if required).

8. Required documentation and coordination:

a. Justification for course growth and bill-payer information (If needed; growth requires Commandant, Assistant Commandant or equivalent signature).

b. Supplemental Information Worksheet (If dL phase/course).

d. USARC and NGB concurrences. (Required for RC taught courses).

e. Training location if different from proponent (If required).

f. Out of cycle justification. (If needed; requires Commandant, Assistant Commandant or equivalent signature)

g. Instructor Contact Hour Worksheet (If required)

h. These documents do/do not require Inter-service Training Requirements Organization (ITRO) coordination.

i. The course scope, prerequisites, and special information data has/has not been updated in ATRRS.

j. A reclama is/is not included.

Encls   Signature Block

14 May 2007

dL Supplemental Information

School Information

1. Proponent School dL phase / course POC (Name/e-mail/tel#): _____

dL Phase / Course Administrative Data

2. Is the dL phase/course Quota Managed (Y/N): _____
3. Can the dL phase/course be used as Self-Development (Y/N): _____
4. Does the courseware have a Pretest (Y/N): _____
5. Does the courseware have a Post-Test (Y/N): _____
6. Asynchronous / Synchronous Hours: _____
7. Does courseware/software have to be distributed to the Student (If yes, explain): _____
8. How is this dL phase/course delivered: _____
9. Where does student receive the training: _____
10. Number of Modules: _____
11. Number of Lessons: _____
12. Maximum Allowable time to complete the course: _____
13. Maximum Allowable time between phases: _____
14. Does the courseware require changing of management systems (ILMS/ALMS): _____
15. ALMS System Requirements (ie., Plug-ins, Internet Security Settings, etc): _____
16. Date dL phase / course is ready for use: _____
17. Requested Training Start Date: _____
18. Is the content HTML: _____
19. Starting file Name for HTML content: _____
20. Courseware/software version #: _____
21. Storage Location of URL: _____
22. Book Marking Requirements: _____
23. Authoring Tool: _____
24. Launches Test and does not finish is considered a failure (Y/N): _____
25. Number of allowed Test attempts: _____
26. dL ICH Instructor / Student Matrix Factor: _____
27. Requested dL ICH: _____
28. Justification for dL ICH: _____

dL Phase / Course Configuration Data

29. If this dL phase/course is a prerequisite for another phase/course, what phase/course must the student be enrolled into that triggers registering the student into this phase/course? _____
30. Is there any section 508 of the Rehabilitation Act requirements for this course? (Go to www.tadlp.monroe.army.mil for guidance): _____